

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

School Infrastructure Database (SID)



Application User's Guide

End-of-Year 2005 Submission

Questions?
Contact: 517-335-0505
e-mail: Help-Desk@michigan.gov



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Introduction

This guide is intended for all users of the School Infrastructure Database (SID). The SID Data Field Descriptions and any addenda posted to the SID Web page should be used with this User's Guide. This guide explains the process of using the SID Application, as well as how to properly enter and submit data via the SID Online Application.

General Information

What data are entered into the SID?

Data submitted by school districts via the School Infrastructure Database include information about safety practices and incidences of crime in public schools, Title I Schoolwide Programs, Dual Enrollment and Alternative Education Services.

When is the SID due?

Your district's SID submission is due to CEPI by June 30, 2005. The SID Application will be open for your submission April 1 through 11:59 p.m., June 30, 2005.

Application Startup and Security

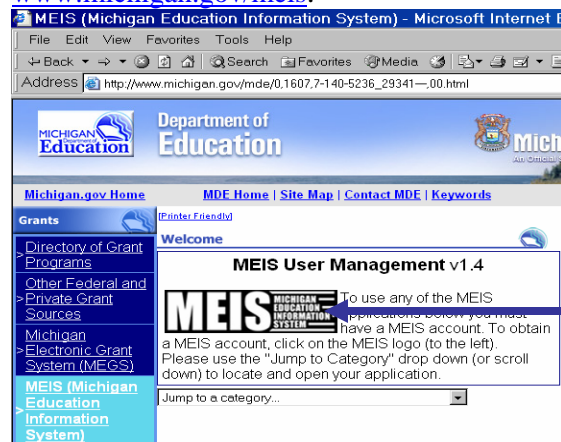
Authorized User – Your MEIS Account

The SID Application is available to authorized users of the SID Application. To become an authorized user of the SID Application, you must first obtain an MEIS account. If you do not have an MEIS account, go to the MEIS Web site at www.michigan.gov/meis. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

All questions concerning your MEIS account number and/or password should be directed to the Department of Information Technology (DIT) Client Service Center, at 517-335-0505 or Help-Desk@michigan.gov.

Create your MEIS Account

To create your MEIS account number and password, go to the MEIS Web site at:
www.michigan.gov/meis.



To obtain an MEIS account, **click** on the MEIS logo.

The following screen will appear:

MEIS MICHIGAN EDUCATION INFORMATION SYSTEM
User Management System

Welcome to the
MEIS User Management System

MEIS Accounts are used to access
MEIS
web-based applications bearing this
logo:
MEIS

Questions & Answers regarding MEIS User Management

If you are **new** to the MEIS system, and were asked to obtain an MEIS account, please select the link (below on the left) labeled: [Create an MEIS Account](#)

If you have already created an MEIS account and would like to adjust your account settings (i.e. change your MEIS password, adjust address info, etc.) please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account:

To obtain an MEIS account, please select the link below:

[Create an MEIS Account](#)

If you **HAVE** an MEIS Account, please login:

MEIS Login

Login:

Password:

MEIS Login

[Return to the MEIS Main Menu](#)

Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

Need help with your MEIS Account or Password?

MEIS Account or Password

If you have any problems with your MEIS account or password while you are using the SID on the MEIS system, please contact the DIT Client Service Center, at (517) 335-0505 or via e-mail at Help-Desk@michigan.gov.

Updating an MEIS Account E-mail Address or Phone Number

It is important for the MEIS user information to be current. E-mail messages are sent to all authorized users of an application. Therefore, it is imperative to keep the e-mail address current in your MEIS account. It is sometimes necessary for the state to contact an authorized user by telephone; therefore, this number must be kept current as well. If an update is necessary for either an e-mail address or a phone number, do the following:

1. Update an MEIS account at <http://meis.mde.state.mi.us/userman>.
 - a. Log in as an MEIS User.
 - b. Click on "Edit Personal Information."
 - c. Click on "Save Changes" to update your account.
 - d. Click on "Return to the MEIS User Management Main Menu."
 - e. Log out of MEIS.
2. Notify the DIT Client Service Center of the changes via e-mail (Help-Desk@michigan.gov). Include the following information in the e-mail message: name, MEIS account(s), district name and district number, changes (e.g., e-mail address, phone number), and each CEPI application for which he/she has authorization.

Security Agreement

After you have established your MEIS account, the next step is to download the SID Security Agreement from either the MEIS Web site at www.meis.mde.state.mi.us, or from the MEIS Data Services page on the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." The Security Agreement is located under the heading, **Submit SID Data to CEPI**. After you have security access to the SID, you are ready to begin.

Note: A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.

Submit SID Data to CEPI

- [SID Security Agreement](#)
- [SID Application](#)

Click here on the Web site to obtain a copy of the SID Security Agreement.

SID Content Information

For questions regarding SID content, please e-mail Help-Desk@michigan.gov or call the DIT Client Service Center at 517-335-0505. A Help Ticket will be created for you so that the appropriate person can answer your question.

Detailed Information about the SID

For detailed information about the SID, please visit the CEPI Web site at www.michigan.gov/CEPI. Click on "MEIS Data Services," and then click on "School Infrastructure Database." Refer to the SID Help box (see below).

SID Help

- [Updated SID EOY 2005 Worksheet](#) XLS
- [SID EOY 2005 FAQs](#) PDF
- [Dual Enrollment FAQs](#) PDF
- [How to Join the SID Listserv](#)
- [Browser and System Suggestions](#)

SID Help

SID Data Field Descriptions

A copy of the SID Data Field Descriptions may be obtained on the CEPI Web site at www.michigan.gov/CEPI. Click on "MEIS Data Services," and then click on "School Infrastructure Database." The SID Data Field Descriptions can be found under the heading, SID Data Manual. Be sure to check the Web site for any addenda that may be posted through the submission" period.

SID Data Manual

- [SID Addendum](#) PDF
- [SID EOY 2005 Data Field Descriptions](#) PDF
- [SID EOY 2005 Record Layout](#) PDF

Be sure to print copies of each item listed under SID Data Manual.

SID Online Application

Accessing the SID Online Application

The SID may be accessed through the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." Click on the "SID Application" under the heading, Submit SID Data to CEPI.

Submit SID Data to CEPI

- [SID Security Agreement](#)
- [SID Application](#)

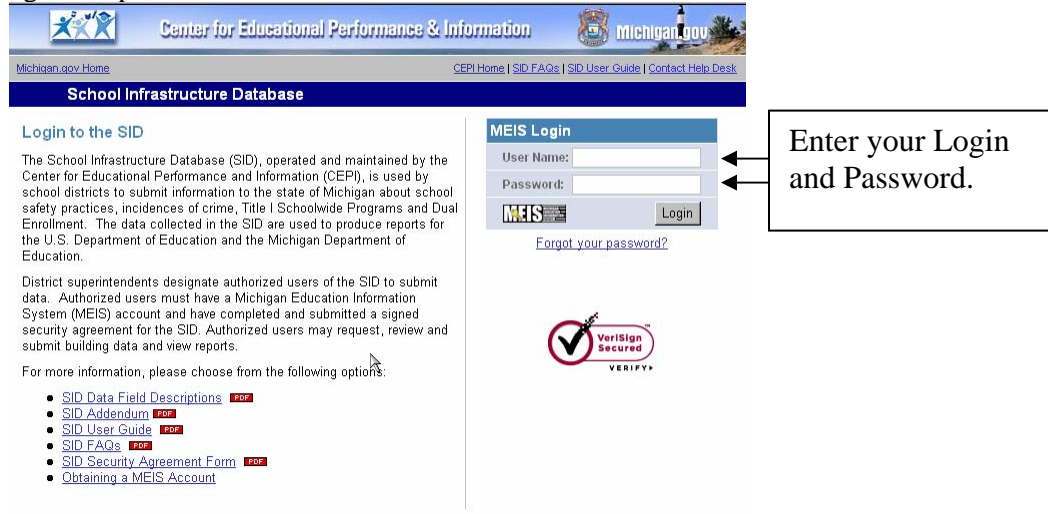
Access the SID Application.

New Look for the SID

The SID Application has a new look. The application has been redesigned to align with e-Michigan standards for the state of Michigan Web applications. The functionality of the application is basically the same; however, the appearance of the Web pages has been updated to a more user-friendly view. Help aids are now available at your fingertips as you work through the application. Users will find hyperlinks to current versions of the SID FAQs, User's Guide, Data Field Descriptions, and any addenda that have been posted for the current submission.

MEIS Login Screen

After you click on the SID Application, the following new screen will be displayed. Enter your MEIS login and password:



The screenshot shows the MEIS Login screen. At the top is a banner for the Center for Educational Performance & Information (CEPI) and Michigan.gov. Below the banner is a navigation bar with links: Michigan.gov Home, CEPI Home, SID FAQs, SID User Guide, and Contact Help Desk. The main heading is "School Infrastructure Database". On the left, there is a section titled "Login to the SID" with a paragraph explaining the SID and a list of links: SID Data Field Descriptions, SID Addendum, SID User Guide, SID FAQs, SID Security Agreement Form, and Obtaining a MEIS Account. On the right, there is a "MEIS Login" box with fields for "User Name:" and "Password:", a "Login" button, and a link for "Forgot your password?". A callout box with arrows pointing to the input fields contains the text "Enter your Login and Password." Below the login box is a VeriSign Secured logo.

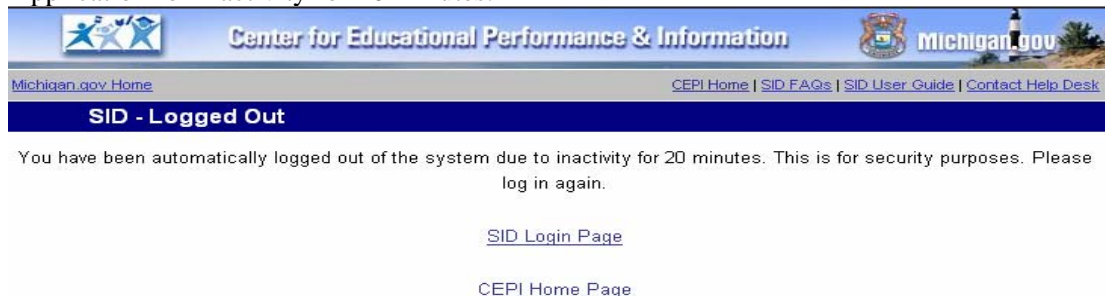
To enter your password into the login screen:

1. Click in the **Login** box.
2. Type your **Login Name**.
3. Press the **Tab** key to go to the **Password** box or put your cursor in the **Password** box.
4. Type your **password**.
5. Click on the **Login** button.

If you need more information, or if you have entered your name and password correctly and access is denied, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at HelpDesk@michigan.gov.

System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending information you have entered will be lost and must be re-entered when you log in again. Be sure to click on "Save Data for this Building" after you enter data for each field. The following screen will appear when you are logged out of the SID Application for inactivity for 20 minutes:



The screenshot shows the "SID - Logged Out" screen. At the top is a banner for the Center for Educational Performance & Information (CEPI) and Michigan.gov. Below the banner is a navigation bar with links: Michigan.gov Home, CEPI Home, SID FAQs, SID User Guide, and Contact Help Desk. The main heading is "SID - Logged Out". Below the heading is a message: "You have been automatically logged out of the system due to inactivity for 20 minutes. This is for security purposes. Please log in again." At the bottom, there are two links: "SID Login Page" and "CEPI Home Page".

New Help Features

SID users may now access resource materials such as the "SID FAQs," "SID User's Guide," or "Contact Help Desk" on each Web page. Click on the item you wish to view, and it will open in a separate window without logging you out of the application.

The screenshot displays the 'School Infrastructure Database' web application. At the top, the header includes the 'Center for Educational Performance & Information' logo and navigation links: 'CEPI Home', 'SID FAQs', 'SID User Guide', and 'Contact Help Desk'. Below this is a 'Michigan.gov Home' link. The main content area is titled 'School Infrastructure Database' and features a 'Login to the SID' section. This section contains a paragraph explaining the database's purpose and a list of links for more information: 'SID Data Field Descriptions', 'SID Addendum', 'SID User Guide', 'SID FAQs', 'SID Security Agreement Form', and 'Obtaining a MEIS Account'. To the right of the login section is a 'MEIS Login' form with fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot your password?' link. A 'VeriSign Secured' logo is also present. Annotations include a blue oval around the top navigation links, a blue oval around the 'Forgot your password?' link, a blue oval around the list of links for more information, a blue oval around the bottom navigation links, and a blue box with an arrow pointing to the list of links for more information. A text box with the text 'For direct access to customer support materials, click on a link.' is also present.

Center for Educational Performance & Information

[Michigan.gov Home](#) | [CEPI Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#)

School Infrastructure Database

Login to the SID

The School Infrastructure Database (SID), operated and maintained by the Center for Educational Performance and Information (CEPI), is used by school districts to submit information to the state of Michigan about school safety practices, incidences of crime, Title I Schoolwide Programs and Dual Enrollment. The data collected in the SID are used to produce reports for the U.S. Department of Education and the Michigan Department of Education.

District superintendents designate authorized users of the SID to submit data. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the SID. Authorized users may request, review and submit building data and view reports.

For more information, please choose from the following options:

- [SID Data Field Descriptions](#) PDF
- [SID Addendum](#) PDF
- [SID User Guide](#) PDF
- [SID FAQs](#) PDF
- [SID Security Agreement Form](#) PDF
- [Obtaining a MEIS Account](#)

MEIS Login

User Name:

Password:

[Forgot your password?](#)

VeriSign Secured

Need help with your password? Click here.

For direct access to customer support materials, click on a link.

[Michigan.gov Home](#) | [CEPI Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#)
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
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SID Welcome Screen

The Welcome page in the SID contains general information about the SID data submission. It also contains a list of schools to which you have access for data submission purposes. If districts or schools are missing from the list, a security agreement will be required for each district in order to gain access. The Welcome Screen contains a link to the security agreement form.

Center for Educational Performance & Information Michigan.gov

[Michigan.gov Home](#) | [CEPI Home](#) | [SID Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#) | [Logout](#)

SID - Building List

Welcome to the School Infrastructure Database

The list below indicates the district(s), building(s), and administrative unit(s) for which you are an authorized user. If you are the authorized user for multiple districts, buildings and administrative units, one district will be listed when you log in to the SID Application. To access other districts for which you are an authorized user, select the district from the drop-down menu.

If there are districts missing from your list, please submit a security agreement for the district(s). Click [here](#) to access the security agreement form.

If buildings are missing from the list for a district, verify that the School Code Master (www.michigan.gov/scm) is up to date for that district.

Points to remember:

- Begin your submission by clicking a link for a building. The submission screen will appear. All fields appear on one screen.
- Districts may submit one field at a time if desired. However, be sure to save your data submission prior to exiting the SID Application each time. Click on "Save Data for the Building," located at the bottom of the submission screen, to save your data submission.
- Districts are not required to submit a summary of all their buildings. Districts are required to submit data for each building listed, including the central administrative office.
- Districts are not required to submit data separately for their central administrative office if they share physical space with another building. Click [here](#) for instructions.

Icon Legend

- View the summary report for that unit
- Data entry complete for unit
- Data entry incomplete for unit

Note: When all fields on the submission form have green check marks (✓), the building name on this Welcome screen will be shown with a green check mark (✓). When all buildings listed for your district have green check marks, your district's submission is complete.

Potterville Public Schools (23090)	
NEC Adult & Alt. Education	X
Potterville Elementary School	X
Potterville High School	X
Potterville Middle School	X
Potterville Public Schools Central Administrative Office	X

[Michigan.gov Home](#) | [CEPI Home](#) | [SID Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#) | [Logout](#)
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
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The Red "x" (✗), The Green Check Mark (✓), and Report Icon 📄

Each school listed has a red "x" (✗) following the name of the school. The red "x" (✗) indicates that the submission is not complete. After a field has been completed and saved, a green check mark (✓) will appear to the left of the field on the submission screen. After all fields have been submitted for a school a green check mark (✓) will appear next to the school name on the Welcome screen. When all buildings listed for your district have green check marks (✓), your district's submission is complete. To review the data your district has submitted, click on the Report Icon 📄 to the left of the building's name.

As a reminder, data must be submitted for each field, even if there were no reportable incidents. Some fields in the SID require a "Yes" or "No" response. Some fields require a numeric response. If a school has no reportable incidents for the school, report a value of zero ("0") when a numeric entry is required. Blank fields will be determined as "incomplete."

The Red "X" (✗)

Crime & Safety

✗ **Field 1: School Safety Practices**

Indicate with a Yes or No whether the safety practice has been implemented in your school over the past school year.

School Safety Practices	Yes	No
Warning codes used to alert faculty of a critical incident	0	0
Tactical evacuation route for students or entry routes for emergency support teams	0	0

The red "x" (✗) indicates that the field submission is not complete.

The Green Check Mark (✓)

Crime & Safety

✓ **Field 1: School Safety Practices**

Indicate with a Yes or No whether the safety practice has been implemented in your school over the past school year.

School Safety Practices	Yes	No
Warning codes used to alert faculty of a critical incident	0	0
Tactical evacuation route for students or entry routes for emergency support teams	0	0
Off site staging area for assembly and communication at the onset of critical incident	0	0

The green check mark (✓) indicates that the field submission is complete.

School Submission Complete

East Lansing School District

📄 Donley Elementary School	✓
📄 East Lansing High School	✓
📄 East Lansing School District Central Administrative Office	✓
📄 Glencairn School	✓
📄 MacDonald Middle School	✗

Click on report icon to review data submission.

The green check mark (✓) indicates that the school's submission is complete for all the fields in the SID.

The red "x" (✗) indicates that the school's submission is not complete for all fields in the SID.

When all the schools in your district have green check marks (✓), your submission is complete.

Beginning your SID Submission

Welcome Screen

Click on the building or administrative unit on the Welcome to the School Infrastructure Database screen to view the submission screen.

Michigan.gov Home | **CEPI Home** | **SID Home** | **SID FAQs** | **SID User Guide** | **Contact Help Desk** | **Logout**

SID - Building List

Welcome to the School Infrastructure Database

The list below indicates the district(s), building(s), and administrative unit(s) for which you are an authorized user. If you are the authorized user for multiple districts, buildings and administrative units, one district will be listed when you log in to the SID Application. To access other districts for which you are an authorized user, select the district from the drop-down menu.

If there are districts missing from your list, please submit a security agreement for the district(s). Click [here](#) to access the security agreement form.

If buildings are missing from the list for a district, verify that the School Code Master (www.michigan.gov/scm) is up to date for that district.

Points to remember:

- Begin your submission by clicking a link for a building. The submission screen will appear. All fields appear on one screen.
- Districts may submit one field at a time if desired. However, be sure to save your data submission prior to exiting the SID Application each time. Click on "Save Data for the Building," located at the bottom of the submission screen, to save your data submission.
- Districts are not required to submit a summary of all their buildings. Districts are required to submit data for each building listed, including the central administrative office.
- Districts are not required to submit data separately for their central administrative office if they share physical space with another building. Click [here](#) for instructions.

Data submitted by school districts via the School Infrastructure Database (SID) include information about safety practices and incidences of crime in public schools, Title I Schoolwide Programs and Dual Enrollment. The SID also has the capability to include information about technology (hardware, networks, connectivity, distance learning, etc) structure (physical construction, capacity and use elements).

Icon Legend

- View the summary report for that unit
- Data entry complete for unit
- Data entry incomplete for unit

Note: When all fields on the submission form have green check marks (✓), the building name on this Welcome screen will be shown with a green check mark (✓). When all buildings listed for your district have green check marks, your district's submission is complete.

Pottersville Public Schools (23090)

- [NEC Adult & Alt. Education](#)
- [Pottersville Elementary School](#)
- [Pottersville High School](#)
- [Pottersville Middle School](#)
- [Pottersville Public Schools Central Administrative Office](#)

Click on the school name to open the submission screen.

[Michigan.gov Home](#) | [CEPI Home](#) | [SID Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#) | [Logout](#)
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
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Verification of the School Code Master (SCM)

When a school is selected from the district list, the School Code Master Verification page will appear. Please have your School Code Master authorized user verify that the School Code Master information is accurate and up to date. The data entry form will be displayed after you click on one of the three selections, as illustrated below.

During each submission cycle of the SID, each district will be reminded to verify that its School Code Master information is accurate and up to date. The SCM authorized user for your district should verify that the information about your district and schools is correct prior to each submission. After verification, you may proceed to submit your data. The following message will appear on the screen the first time the SID authorized user attempts to access each one of the district's schools in the SID Application each submission cycle:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home | CEPI Home | SID Home | SID FAQs | SID User Guide | Contact Help Desk | Logout

School Code Master Verification

Attention:

Before entering your data for this building into the SID, please verify that your School Code Master (SCM) information is accurate and up-to-date. The School Code Master is the state of Michigan's database for official building information: district and school/facility codes, administrator name(s), address, phone number, etc. These data are the central link to all data collected by the Center for Educational Performance and Information (CEPI). If the data maintained in the School Code Master are not accurate and up-to-date, you may have difficulty submitting other data to the State.

Step 1: To verify your district's School Code Master records, please point your browser to <http://cepi.state.mi.us/scm> and locate your district's information.

Step 2: If any of the information requires updating, please log in to the School Code Master as an authorized user and make any necessary changes. If you are not an SCM authorized user for your district, please contact one of the following people (or contact the Help-Desk@michigan.gov if these people cannot be located):

Name	E-mail Address	Phone Number
Authorized User for District Listed Here		

Step 3: After verification of your School Code Master information is completed, you may continue entering your building's crime & safety, Title I, and dual enrollment data via the SID application. Please click the appropriate button below to confirm your School Code Master verification process:

No changes to my SCM data are necessary

All necessary changes to my SCM data have been completed

Arrangements have been made to have my SCM data updated

After the authorized user for the district has completed the SCM verification, click on the appropriate selection.

If you have verified that all of your SCM data are correct for all schools in your district, you may check the box at the bottom of the screen, "Arrangements have been made to have my SCM data updated." After doing so, you will not see the School Code Master Verification page again for that school.

Administrative Unit - Sharing Space

If the administrative unit shares physical space with another school/facility, the district may report the administrative unit as such and only report one set of data for the combined shared space. When the user clicks on the administrative unit, the following screen will appear. If the district's administrative office does share space with another school/facility, click on the button shown. The administrative unit will then be marked with a green check mark as complete.

Center for Educational Performance & Information

[Michigan.gov Home](#) | [CEPI Home](#) | [SID Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#) | [Logout](#)

SID - Data Submission Form

Potterville Public Schools Central Administrative Office

Operating ISD/ESA Number: 23
 Operating District Number: 23090
 School Number: 00000

If this central administrative office shares physical space with another building in your district, click the button below. You will not be required to enter SID data for this building. If this office does not share physical space with another building, continue entering SID data for this building.

Mark as Shared

Crime & Safety

Field 1: School Safety Practices

The following screen will appear when you click on "Mark as Shared":

Center for Educational Performance & Information

[Michigan.gov Home](#) | [CEPI Home](#) | [SID Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#) | [Logout](#)

SID - Submission Results

Submission saved successfully!

Your central administrative office has been successfully marked as sharing space with another physical building within your district.

[Click here to return to your list of schools](#)

[Michigan.gov Home](#) | [CEPI Home](#) | [SID Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#) | [Logout](#)
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
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The following screen will appear the next time the user clicks on the administrative unit:

The screenshot shows the 'SID - Data Submission Form' for the 'Potterville Public Schools Central Administrative Office'. The form includes fields for 'Operating ISD/ESA Number: 23', 'Operating District Number: 23090', and 'School Number: 00000'. A message box states: 'This central administrative office has been marked as sharing physical space with another building in your district. Because of this, you do not submit any SID data for this unit. If this unit has been marked incorrectly, please click the button below to continue to enter SID data for this unit.' Below the message is a button labeled 'Building does not share space'. The form also features a 'Crime & Safety' section with a green checkmark and the text 'Field 1: School Safety Practices'.

Shared Space Marked in Error

If the district marks the administrative unit as sharing space in error, simply click the button "Building does not share space." The administrative unit will now be marked with a red "x" and the district will be required to submit data for the administrative unit.

This screenshot is identical to the one above, showing the 'SID - Data Submission Form' for the 'Potterville Public Schools Central Administrative Office'. It includes the same fields for 'Operating ISD/ESA Number: 23', 'Operating District Number: 23090', and 'School Number: 00000'. The message box and the 'Building does not share space' button are also present. A callout box with an arrow pointing to the button contains the text: 'Click here to unselect the shared space option for the administrative unit.'

"Logout" Before a Building Submission is Complete

Before you exit a field, be sure to click "save" at the bottom of the submission screen before you click on "logout," so that all data entered will be saved. If the user needs to end the submission session, simply click on the word "logout" at the top or bottom of the submission screen.

The screenshot shows the 'SID - Data Submission Form' interface. At the top, there is a header bar with the 'Center for Educational Performance & Information' logo and 'Michigan.gov' branding. Below the header, a navigation bar contains links: 'Michigan.gov Home', 'CEPI Home', 'SID Home', 'SID FAQs', 'SID User Guide', 'Contact Help Desk', and 'Logout'. The 'Logout' link is circled in blue. A callout box with an arrow points to this 'Logout' link, containing the text: 'Click on "Logout" located at the top or bottom of the screen to end session.'

Below the navigation bar, the main content area has a dark blue header with the text 'SID - Data Submission Form'. A callout box with an arrow points to a 'Save Data for this Building' button, containing the text: 'Click here to save data submission.'

Below the button, there is a note: 'Note: This will save your current progress. You may return at a later date to complete the submission.'

At the bottom of the page, there is a link 'Return to SID Building List'. Below this, a footer bar contains a list of links: 'Michigan.gov Home', 'CEPI Home', 'SID Home', 'SID FAQs', 'SID User Guide', 'Contact Help Desk', 'Logout', 'State Web Sites', 'Accessibility Policy', 'Privacy Policy', 'Link Policy', and 'Security Policy'. The 'Logout' link in this footer is also circled in blue. An arrow points from the top callout box to this bottom 'Logout' link.

At the very bottom of the footer bar, it says 'Copyright © 2005 State of Michigan'.

Submission Screen


The screen below will appear when you click on the school or administrative unit name. All fields now appear on one screen. Districts may complete the submission one field at a time if desired. However, be sure to save your data before you exit the SID Application each time.

Section One: Crime & Safety


Field 1: School Safety Practice, Field 2: School Safety Plan, and Field 3: School Prevention Programs

When submitting Fields 1, 2, and 3 a "Yes" or "No" response is required for each item. You must respond with a "Yes" or "No" for each statement by selecting the appropriate radio button.

When all responses are completed for a field, you may continue to the next field or save your data. The save button appears at the bottom of the submission screen after Field 41: Courses Not Completed.



Center for Educational Performance & Information



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[Logout](#)

SID - Data Submission Form

Allen School

Operating ISD/ESA Number: 33
 Operating District Number: 33020
 School Number: 00067

Select the appropriate radio button for each statement—yes or no.

Crime & Safety

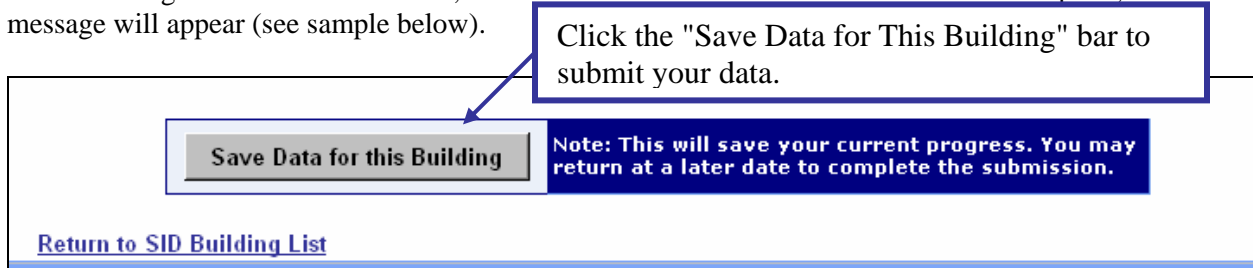
Field 1: School Safety Practices

Indicate with a Yes or No whether the safety practice has been implemented in your school over the past school year.

School Safety Practices	Yes	No
Warning codes used to alert faculty of a critical incident	<input type="radio"/>	<input type="radio"/>
Tactical evacuation route for students or entry routes for emergency support teams	<input type="radio"/>	<input type="radio"/>
Off-site staging area for assembly and communication at the onset of critical incident	<input type="radio"/>	<input type="radio"/>
Emergency communication tree or plan	<input type="radio"/>	<input type="radio"/>
Facility blueprints and site plan on file with emergency support team	<input type="radio"/>	<input type="radio"/>
Control access to site during school hours (doors locked or monitored)	<input type="radio"/>	<input type="radio"/>
Control access to grounds during school hours (gates locked or monitored)	<input type="radio"/>	<input type="radio"/>
Students required to pass through metal detectors each day	<input type="radio"/>	<input type="radio"/>
Visitors required to pass through metal detectors	<input type="radio"/>	<input type="radio"/>
Campus closed for most students during lunch	<input type="radio"/>	<input type="radio"/>

Submit to Database

Districts may submit data to the database after each completion of each field, if desired. As indicated previously, the "Save Data for this Building" button appears after Field 41: Courses Not Completed. If all sections of a given field are submitted, the field will be saved. If the submission is incomplete, an error message will appear (see sample below).



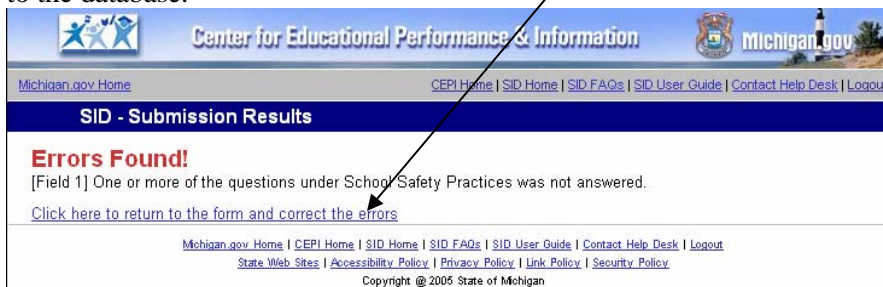
The following screen will appear if the submission is completed for the field:



After you have saved the field submission, you may click on "**Click here to return to your list of schools**" to obtain access to a school for further submission.

Error Message for Incomplete Data Submission

If the data submission is incomplete for a field, the following message will appear when the user clicks on the save button. Click on "**Click here to return to form and correct the errors**," so that the field submission can be completed. All data that were submitted will still appear on the submission screen. After the data entry is completed, click on the "Save Data for This Building" bar again to submit the data to the database.



Field 4: School Disciplinary Problems

The Comprehensive School Health and Safety Programs Unit, Michigan Department of Education has clarified the categories in this field by providing ranges for the number of occurrences in each category. Click on the appropriate radio button for each statement in Field 4: School Disciplinary Problems on the submission screen.

Category	Occurrences per 100 students
No Occurrences	(0 per 100 students)
Low	(1-3 per 100 students)
Low-Medium	(4-7 per 100 students)
Medium	(7-11 per 100 students)
Medium-High	(12-15 per 100 students)
High	(over 15 per 100 students)

Field 4: School Disciplinary Problems

Using the scale, indicate the relative frequency with which these types of problems have occurred at your school over the past school year.

School Disciplinary Problems	No Occurrences	Low	Low-Medium	Medium	Medium-High	High
Student social tensions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student bullying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student verbal abuse of teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student misbehavior on bus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student insubordination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student extortion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Widespread disorder in classrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student acts of disrespect for teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Undesirable gang activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Undesirable cult or extremist group activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical attacks or fighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Truancy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click on the appropriate radio button for each statement.

Field 5: Physical Violence/Assaults

The Comprehensive School Health and Safety Programs Unit, Michigan Department of Education has clarified the definition in Field 5: Physical Violence/Assaults to include only those incidents reported to law enforcement.

Definition: Indicate the number of incidents reported to law enforcement over the past school year involving a pupil enrolled at school committing a physical assault on school property upon another pupil, or a person employed by or engaged as a volunteer or contractor by the school board. A physical assault means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Laws (MCL).

Enter the number of incidents to be reported in the box located on the submission screen:

X Field 5: Physical Violence/Assaults	Enter number of incidents in the box located under the field name.	
<input type="text"/>	Indicate the number of incidents reported to law enforcement over the past school year involving a pupil enrolled at school committing an assault on school property upon another pupil, or a person employed by or engaged as a volunteer or contractor by the school board.	
X Field 6: Gang-Related Activity		
<input type="text"/>	Indicate the number of incidents when 911 or the police were called as a result of gang related activity on school property over the past school year.	

NOTE: If a school has no reportable incidents, report a value of zero when a numeric entry is required.

Fields 6 through 28

Enter the number of incidents in each field as illustrated above. Remember, each field must be completed for your district. If the school has no reportable incidents, report zero. Be sure to use the "0" key and not a capital letter "O" when reporting your data.

Remember, to save your submission and submit your data to the database, you must click on the "Save" button found at the end of the submission screen.

Save Data for this Building	Note: This will save your current progress. You may return at a later date to complete the submission.
Return to SID Building List	Click here to save your submission.

Section Two: Title I – Schoolwide Program

Fields 29 through 32

Each field in this section has a drop-down menu from which you are to select an appropriate response. Click on the appropriate item from the drop-down menu to enter the data. These fields are illustrated below:

Field 29: Title I Program

Title I - Schoolwide Program (SWP)	
X	Field 29: Title I Program
Indicate the level of participation in the Title I Part A program.	
	<div> <div>▼</div> <div> <div>School operates a schoolwide program (SWP)</div> <div>School operates a targeted assistance program (TAP)</div> <div>School does not operate either</div> </div> <div>▼</div> </div>
X	<div> <div>Fi</div> <div>Indic</div> </div> <div> <div>School operates a schoolwide program (SWP)</div> <div>School operates a targeted assistance program (TAP)</div> <div>School does not operate either</div> </div>

Click on the item that is appropriate for the school.

Field 30: Title I Instruction in SWP

X	Field 30: Title I Instruction in SWP
Indicate the correct statement that applies.	
	<div> <div>▼</div> <div> <div>School provides instruction in the four core academic areas of reading/language arts, mathematics, science and social studies</div> <div>School provides instruction in the four core academic areas and English for LEP students</div> <div>School provides instruction in the four core academic areas and Voc/Career Education</div> <div>School provides instruction in the four core academic areas and English for LEP students and Voc/Career Education</div> <div>School does not participate in a Title I schoolwide program</div> </div> <div>▼</div> </div>
X	<div> <div>Fi</div> <div>Indic</div> </div> <div> <div>School provides instruction in the four core academic areas of reading/language arts, mathematics, science and social studies</div> <div>School provides instruction in the four core academic areas and English for LEP students</div> <div>School provides instruction in the four core academic areas and Voc/Career Education</div> <div>School provides instruction in the four core academic areas and English for LEP students and Voc/Career Education</div> <div>School does not participate in a Title I schoolwide program</div> </div>

Field 31: Migrant Program

X	Field 31: Migrant Program
Indicate school's level of participation in the Title I Part C (Migrant) program.	
	<div> <div>▼</div> <div> <div>School operates a schoolwide program (SWP) with consolidated migrant funds</div> <div>School operates a migrant program with non-consolidated funds</div> <div>School does not operate a migrant program</div> </div> <div>▼</div> </div>
X	<div> <div>Fi</div> <div>Indic</div> </div> <div> <div>School operates a schoolwide program (SWP) with consolidated migrant funds</div> <div>School operates a migrant program with non-consolidated funds</div> <div>School does not operate a migrant program</div> </div>

Field 32: Migrant Project Types

X Field 32: Migrant Project Types	
Indicate the type of Title I Part C (Migrant) program this facility provides.	
<input type="text"/>	
<div> Regular term only with no extended time or summer/intercession Regular term with extended time only with no summer/intercession Summer/intercession term only Multi-term projects including regular and summer terms with or without extended time School does not participate in a Title I Part C (Migrant) program </div>	
for eligible and participating students.	

Section Three: Dual Enrollment

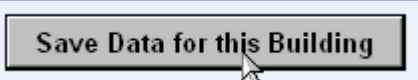
This section of the SID requires data submission for dual enrollment.

Fields 33 through 41

Each field in this section is numeric. If there are no reportable data for a field, report zero ("0"). Blank fields will be determined as "incomplete," and will remain marked with a red "x." The following illustrates the format for these fields:

Dual Enrollment	
X Field 33: Tuition and Fees	
<input type="text"/>	Record the amount of tuition and fees paid by the district for eligible and participating students.
X Field 34: 11th-Grade Eligible	
<input type="text"/>	Record the number of 11th-grade students eligible to participate.
X Field 35: 11th-Grade Participants	
<input type="text"/>	Record the number of participating 11th-grade students for whom tuition and fees were paid.
X Field 36: 12th-Grade Eligible	
<input type="text"/>	Record the number of 12th-grade students eligible to participate.
X Field 37: 12th-Grade Participants	
<input type="text"/>	Record the number of participating 12th-grade students for whom tuition and fees were paid.
X Field 38: Postsecondary Courses Paid	
<input type="text"/>	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1).
X Field 39: Postsecondary Courses - Postsecondary Credit	
<input type="text"/>	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted postsecondary credit.
X Field 40: Postsecondary Courses - High School Credit	
<input type="text"/>	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted high school credit.
X Field 41: Courses Not Completed	
<input type="text"/>	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that students did not complete.

Save Data for this Building

After the dual enrollment data are entered, click on  to submit the data to the database.

Save Data for this Building

Note: This will save your current progress. You may return at a later date to complete the submission.

[Return to SID Building List](#)

Additional Data Requirements for EOY 2005

Two additional fields are being collected in the SID for EOY 2005. Please refer to the February 9, 2005 SID Addendum for specific reporting requirements for these two new fields. The addendum may be found at www.michigan.gov/cepi. Click on "MEIS Data Services" and then click on "School Infrastructure Database." The addendum may found under SID Data Manual.

Field 42: Alternative Schools – Suspended and Expelled Students

Field 42 collects data regarding existing alternative education schools that may be open for students who have been suspended or expelled from a school.

As stated in MCL 380.1310 (2): "The office for safe schools in the department shall compile information on and catalog existing alternative education programs or schools and nonpublic schools that may be open to enrollment of individuals expelled under this section and pursuant to section 1311(2) or 1311a, and shall periodically distribute this information to school districts for distribution to expelled individuals."

Additional Data Requirements for EOY 2005	
X	Field 42: Alternative Schools - Suspended and Expelled Students
	Indicate the level of acceptance for suspended and expelled students in alternative schools
X	<div> <div> <div>Fi</div> <div> The school does not accept suspended or expelled students The school accepts suspended or expelled students from the home school district only The school accepts suspended or expelled students from other school districts The school does not operate an alternative education program </div> </div> <div> <div>Click on the item that is appropriate for the school.</div> </div> </div>
	violent criminal offenses and have

Field 43: Students Who Are Victims of Violent Criminal Offenses

Field 43 indicates the number of students who have been victims of violent criminal offenses and have requested, in writing, a transfer to a safe school.


As used in the Michigan Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by the Revised School Code, constitutes a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious aggravated injury under MCL 750.81a.

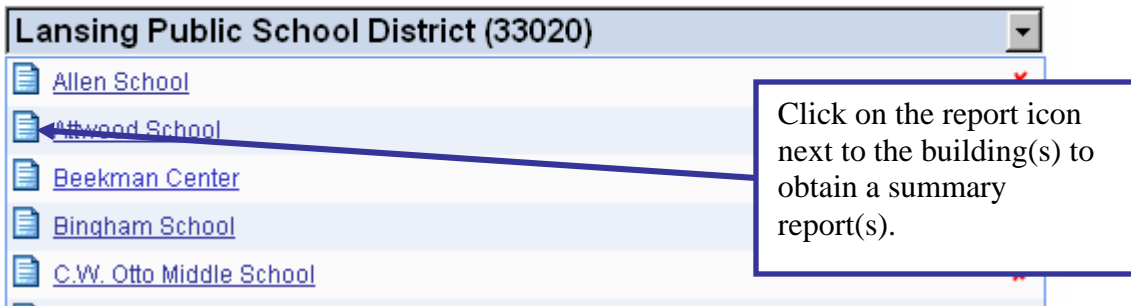
X Field 43: Students who are Victims of Violent Criminal Offenses	
<input type="text"/>	Indicate the number of students who have been victim(s) of violent criminal offenses and have requested, in writing, to transfer to a safe school.

Save Data for this Building	Note: This will save your current progress. You may return at a later date to complete the submission.
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[Return to SID Building List](#)

Reports

At any time during the SID submission, a summary report is available that will provide documentation of your submission. Click on the  icon next to the school name on the Welcome Screen to view the summary report for that school. Print a copy of this report for your records. Each school in your district will have a separate report.



The following illustrates the first four fields from the Crime & Safety section of the SID submission. The summary report includes each field reported, followed by the data submitted for that field. The green check mark indicates that the field submission is complete; the red "x" indicates that the field submission is not yet complete.



Happy School

Operating ISD/ESA Number: 03
 Operating District Number: 03123
 School Number: 00000



Status	Data Field	Submitted Value
✓	School Safety Practices	YYYYYYYYYYYYYYYYYYYY
✓	School Safety Plan	YYYY
✓	School Prevention Programs	YYNYNNNNYYYYYYYYYYYYNNY
✓	School Disciplinary Problems	000000000000